



Office of the Missouri State Auditor Career Opportunity

<u>POSITION TITLE:</u>	Senior Auditor I
<u>LOCATIONS:</u>	Jefferson City, Kansas City, St Louis, and Springfield, Missouri
<u>SALARY:</u>	Salary commensurate with education and experience

The State Auditor's Office is seeking Staff Auditors whose primary purpose is to complete duties assigned by the Audit Manager that may include all phases of the audit such as fieldwork, report preparation, and related administrative duties. This position may be assigned to any type of audit or special project that requires audit assistance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

- Assist the Audit Manager with development of audit objectives;
- Develop an understanding of planning the audit, including prioritizing audit areas, reassessing audit areas throughout the course of the audit, and modifying the plan throughout the audit as necessary;
- Develop and maintain a comprehensive awareness of the progress and status of assigned audit(s)/project(s), and assess and correct problems as they occur;
- Identify the potential criteria needed to evaluate matters subject to audit;
- Identify sources of audit evidence and work with the Audit Manager to determine the amount and type of evidence needed given audit risk and significance;
- Obtain an understanding of and evaluate internal controls that are significant within the context of the audit objectives;
- Identification and working knowledge of provisions of laws, regulations, contracts, or grants that are significant within the context of the audit objectives and assess the risk that noncompliance with provisions of laws, regulations, contracts or grant agreements could occur;
- Develop audit programs, design audit procedures, and prepare audit documentation to obtain sufficient, appropriate evidence to support findings and conclusions;
- Evaluate audit documentation to determine findings and recommendations to include in the audit report;
- Prepare the draft audit report;
- Supervise staff, review work product to ensure sufficiency and compliance with *Government Auditing Standards* and SAO policies/procedures, provide on the job training, and appraise staff performance fairly and timely with guidance from Audit Manager as needed;
- Identify and report personnel or training issues to direct SAO supervisor
- Communicate with the auditee, and others outside the SAO as necessary;
- Communicate with audit manager, audit staff, and other SAO management/personnel as necessary;
- Conduct training for SAO staff (when requested);
- Testify in court related proceedings and/or other hearings;
- Attend public deliveries of audit reports and/or press conferences;
- Obtain Continuing Professional Education hours as required by *Government Auditing Standards* and if licensed as a Certified Public Accountant (CPA), the Missouri State Board of Accountancy.

Work assignments may require frequent overnight travel and the availability of a vehicle.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to conduct oneself in a professional manner
- Willingness to obtain knowledge of *Government Auditing Standards* and governmental accounting
- Knowledge of or ability to evaluate business processes, identify risks, and identify controls that should be in place
- Knowledge of or ability to evaluate data governance and data management processes and controls
- Willingness to obtain knowledge of the organization of Missouri state government, county government, and other local governments
- Knowledge of spreadsheet and word processing programs
- Ability to communicate effectively verbally and in writing
- Ability to read, comprehend, and analyze information
- Ability to read and develop a thorough understanding of complex legal issues and controversial issues
- Ability to work under pressure and meet frequent deadlines
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate
- Ability to identify key technical problems and reporting issues and develop appropriate recommendations for their solution
- Ability to prepare written reports and make presentations to the auditee
- Ability to perform complex and/or sensitive audit procedures when appropriate
- Ability to effectively manage multiple priorities on a concurrent basis

QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree or higher in accounting, business administration, or other degrees with limited exceptions.
- CPA license or meet the Missouri State Board of Accountancy requirements to obtain a CPA license preferred, but not required.

APPLICATION PROCESS:

In order to be considered for this position, please submit employment application, cover letter, resume, copy of transcripts and contact information for three professional references to:

Office of the Missouri State Auditor
ATTN: Human Resources
P.O. Box 869
Jefferson City, MO 65102
Fax: (573) 751-7984
Email: recruiter@auditor.mo.gov

Applications will not be considered until all documents have been received.

Employment Application can be located on our website at: auditor.mo.gov